

PM SHRI KENDRIYA VIDYALAYA INS KALINGA

LIST OF VARIOUS COMMITTEES- 2025-26

w.e.f : 21-07-2025

S No.	Department	Committee members	Duties	Sign
1	Academic Monitoring & Moderation	<ul style="list-style-type: none"> Mr P V Ramana Murthy,PGT-Phy , I/C Mr Y Ravi Kumar ,PGT-Eng Mr. Vikas Tahlan, TGT-SST Mr. V Poli Naidu,PGT-Math 	Management of all academic issues, to provide guidance to the I/Cs of different departments. Apprise the students about the academic notices, notebook correction, split-up syllabus etc.	
2	Admission	<ul style="list-style-type: none"> Mr. V Poli Naidu,PGT-Math ,I/C Mrs. P Tata Babu, TGT-Math Ms. Rongali Lohitha, PRT Mrs. G Divya Bharati, Comp Ins All The Class Teachers 	To look after annual admission guidelines of KVS (HQ), verification of documents, ensure the proper category and castes. Preparing the admission list and other admission related work.	
3	Subject Committee & Other Committees	<ul style="list-style-type: none"> English- Mr Y Ravi Kumar, PGT-Eng PGT-Hindi & TGT-Sanskrit Maths- Mr. V Poli Naidu, PGT-Math Mr. P Tata Babu, TGT-Math Science-Mr. P V R Murthy, PGT-Phy EBSB- Mr. Vikas Tahlan, TGT-SST FIT India- Mr. Abhishek Kumar Singh , TGT-P&HE 	To organise monthly subject committee meetings, maintain reports and plan various activities related to the concerned subject.	
4	CMP	<ul style="list-style-type: none"> Mrs M Geetha Latha, PRT, I/C Mr. K Ravi Teja, PRT 	To prepare CMP calendar, conduct all the activities as per the calendar in a befitting manner at vidyalaya and cluster level to organise monthly meeting.	
5	Examination (Internal) Secondary & Sr. Secondary	<ul style="list-style-type: none"> Mr. Vikas Tahlan, TGT-SST, I/C Mr P V Ramana Murthy,PGT-Phy Mrs. P J V SRAVANI, TGT-Lib Mrs. G Divya Bharati, Comp Ins 	To conduct all the exams as per the schedule - periodic, half-yearly and annual exam. Moderation, printing and storage of QP, seating arrangements, assigning invigilation duty. Preparation and distribution of report cards, result analysis etc. LAT, TARA	
	Examination PRIMARY	<ul style="list-style-type: none"> Mrs M Geetha Latha, PRT I/C Mr. S Siva Kumar, PRT 		
6	FUN DAY	<ul style="list-style-type: none"> Ms. Rongali Lohitha, PRT, I/C Mrs. CH Kusuma, PRT 		
7	Examination (CBSE)	<ul style="list-style-type: none"> Mr P V Ramana Murthy, PGT-Phy, I/C Mr. B Sreenivasa Rao, PGT-CS Mr. V Poli Naidu , PGT-Math 	CBSE Registrations, LOC Corrections, Admit Cards, Practical Exams, Internal Grades Uploading	

8	Library	<ul style="list-style-type: none"> • Mrs. P J V SRAVANI, TGT-Lib, I/C • PGT-Hindi • Mrs. M Swathi, TGT-Eng • Mrs. RAPV Sudha Rani, TGT-AE • Mrs. CH Kusuma, PRT • Mrs. Babita Kumari, PRT 	To keep and maintain all records and issue books.	
9	Photography	<ul style="list-style-type: none"> • Mrs. G Divya Bharati, Comp Ins, I/C • Mr. M Sanyasi Naidu, Spl Edu 	To keep record of all major events of the vidyalaya, get printed copies (as and when required), to display them in a proper way, to send the photographs after a particular event along with a report.	
10	Time Table	<ul style="list-style-type: none"> • Mr. B Siva Koti, PGT-Chem , I/C • Mrs M Geetha Latha, PRT 	Annual routine, daily arrangement in case of absence of a teacher, remedial routines	
11	CCA/ Celebration	<ul style="list-style-type: none"> • Mr Y Ravi Kumar ,PGT-Eng , I/C • Mr. K Ravi Teja, PRT • Dr D V K G Tyagaraj , PRT-Music 	Organize all CCA activities as per the CCA calendar, all other cultural activities like special occasions, swachhata mission, annual day, grandparents day etc. keep record and reports of all events.	
12	TLM	<ul style="list-style-type: none"> • Mr. S Siva Kumar, PRT, I/C • Mrs. Babita Kumari, PRT 		
13	News letter	<ul style="list-style-type: none"> • Mr Y Ravi Kumar ,PGT-Eng , I/C • Mrs. M Swathi, TGT-Eng • Mr. Bramha Pal Singh ,TGT-Skt • Mr. K Ravi Teja, PRT • Ms. Rongali Lohitha, PRT 	This committee has to look after the publication of the vidyalaya patrika/Students Diary. The duties include collection of articles, editing, proof reading, printing, distribution.	
14	Scout and Guide Cubs and Bulbuls	<ul style="list-style-type: none"> • Mr. P Tata Babu, TGT-MATH , I/C • Mr. Abhisek Kumar Singh, TGT-P&HE • Mr. K Ravi Teja, PRT • Ms. R Lohitha, PRT 	To effectively plan, select, execute and monitor all BS&G activities.	
15	UBI	<ul style="list-style-type: none"> • Mr. B Sreenivasa Rao, PGT-CS, I/C • Mr. V Poli Naidu , PGT-Math • All Class Teachers 	To guide all class teachers in uploading the concerned data and keep the work updated as per the instructions received.	
16	Computer Lab	<ul style="list-style-type: none"> • Mr. B Sreenivasa Rao, PGT-CS, I/C • Mrs. G Divya Bharati, Comp Ins 		
17	School Magazine	<ul style="list-style-type: none"> • Mr. Y Ravi Kumar, PGT-Eng , I/C • Ms. PGT-Hindi • Mr. Bramha Pal Singh ,TGT-Skt • Mrs. P J V Sravani, TGT-Lib 	The committee has to look after the publication of Vidyalaya patrika.	

18	Discipline	<ul style="list-style-type: none"> • Mr. Abhishek Kumar Singh , TGT-P&HE, I/C • Mr. B Siva Koti, PGT-Chem • Mrs. P J V Sravani, TGT-Lib 	Plan, select, organize and execute the council in an effective manner	
19	Sanitation/ Swachhta (Cleanliness Committee)	<ul style="list-style-type: none"> • Mrs. RAPV Sudha Rani, TGT-AE, I/C • Mr. Abhishek Kumar Singh , TGT-P&HE • Mrs. P J V Sravani, TGT-Lib • Mrs. M Swathi, TGT-Eng • Mrs. Babita Kumari, PRT 	Will monitor the work of conservancy and give the certificate of satisfactory work every month and Maintain the discipline in the vidyalaya	
20	Website , SAMAGAM, UDISE Plus	<ul style="list-style-type: none"> • Mr. B Sreenivasa Rao, PGT-CS, I/C • Mrs. G Divya Bharati, Comp Ins 	To keep the school website updated in all respect with events, notices, circulars and its activities along with latest photo graphs. Also provide the link of CBSE.KVS.NCERT, E-Lib, UBI, KV, On line Admission etc.	
21	S2S Portal	<ul style="list-style-type: none"> • Mr. Vikas Tahlan, TGT-SST, I/C • Mrs. G Divya Bharati, Comp Ins 		
22	Beautification	<ul style="list-style-type: none"> • Mrs. R.A.P.V.Sudha rani ,TGT-AE, I/C • Mrs. P J V Sravani, TGT-Lib • Ms. R Lohitha, PRT • Mrs M Geetha Latha, PRT 	To maintain the scenic beauty of the school. To develop the school compound aesthetically. To plant, grow and maintain the school garden.	
23	Repair and Maintenance, Drinking Water Supply	<ul style="list-style-type: none"> • Mr. B Siva Koti, PGT-Chem , I/C • Mrs. R.A.P.V Sudha Rani ,TGT-AE • Mr. Abhishek Kumar Singh , TGT-P&HE • Mr. S Siva Kumar, PRT • Mr. Manish Kumar, SSA, 	To look after all sorts of maintenance and repair works as per the need/ requisition from various department and classes.	
24	PTM	<ul style="list-style-type: none"> • Mr. B Siva Koti, PGT-Chem, I/C • Mrs M Geetha Latha, PRT 	Prepare the agenda and maintain the records of every PPT	
25	PA System	<ul style="list-style-type: none"> • Dr D V K G Tyagaraj , PRT-Music , I/C • Mr. K Ravi Teja, PRT 		
26	First Aid	<ul style="list-style-type: none"> • Mr. Abhishek Kumar Singh , TGT-P&HE , I/C • Mrs. R.A.P.V Sudha rani ,TGT-AE • Mr. V Poli Naidu , PGT-Math 		
27	Science Exhibition, SOF, INSPIRE Awards, SIC, Olympiads etc.	<ul style="list-style-type: none"> • Mr P V R Murthy, PGT-Phy, I/C • Mr. B Siva Koti, PGT-Chem • Mrs. S Teekshana, PGT-Bio • Mr. V Poli Naidu , PGT-Math • Mr. P Tata Babu, TGT-Math 		
28	(CHILD GRIEVANCE CELL) Child Right Protection Cell, Sexual Harassment Committee & (POCSO)	<ul style="list-style-type: none"> • Mr P V R Murthy, PGT-Phy, I/C • Mrs. P J V Sravani, TGT-Lib • Mrs. R.A.P.V.Sudha Rani ,TGT-AE • Mrs M Geetha Latha, PRT 		
29	Staff Welfare Committee	<ul style="list-style-type: none"> • Mr. V Poli Naidu , PGT-Math , I/C • Ms. R Lohitha, PRT 		
30	Committee for CWSN (Divyang)	<ul style="list-style-type: none"> • Mr. M Sanyasi Naidu, Spl Edu, I/C • Mrs. R.A.P.V Sudha Rani, TGT-AE • Mrs. R Lohitha, PRT 		

31	Reading Challenge	<ul style="list-style-type: none"> • Mr. Y Ravi Kumar, PGT-Eng, I/C • Mrs J Sudha, TGT-Eng • Ms M.Geeta Latha, PRT • Mr. K Ravi Teja, PRT 		
32	GEM & Purchase Committee	<ul style="list-style-type: none"> • Mr. B Sreenivasa Rao, PGT-CS , I/C • Mr P V R Murthy, PGT-Phy I/C • Mr. Y Ravi Kumar, PGT-Eng • All Department Heads 		
33	Furniture	<ul style="list-style-type: none"> • Mr. P Tata Babu, TGT-MATH, I/C • Mr. Abhishek Kumar Singh , TGT-P&HE 		
34	PIMS, TRANSFER PORTAL	<ul style="list-style-type: none"> • Mr. Manish Kumar, SSA, I/C 		
35	MEDICAL CHECKUP for Students	<ul style="list-style-type: none"> • Mr. Abhishek Kumar Singh, TGT-P&HE • Mrs. P J V Sravani, TGT-Lib • Mrs. R.A.P.V Sudha Rani, TGT-AE 		
36	RAJ BASHA	<ul style="list-style-type: none"> • PGT-Hindi • Mr. Bramha Pal Singh ,TGT-Skt • Ms. R Lohitha, PRT • Mr. Manish Kumar, SSA 		
37	Grievance Cell (Male/ Female Employees), POSH, etc	<ul style="list-style-type: none"> • Mr P V R Murthy, PGT-Phy, I/C • Mr. Y Ravi Kumar, PGT-Eng • Mrs. P J V Sravani, TGT-Lib • Mrs M Geetha Latha, PRT • Mr. K Ravi Teja, PRT 		
38	CPD	<ul style="list-style-type: none"> • Mr P V R Murthy, PGT-Phy, I/C • Mr. V Poli Naidu , PGT-Math • Mr. Vikas Tahlan, TGT-SST • Mr. B Sreenivasa Rao, PGT-CS 		

DEPARTMENT/ROOM INCHARGE

S.No	Room	Teacher Name
1	MEDICAL ROOM	Mr. V Poli Naidu, PGT-Math
2	CCA ROOM	Mr. Y Ravi Kumar, PGT-Eng
3	GAMES ROOM	Mr. Abhishek Kumar Singh , TGT-P&HE
4	ART ROOM	Mrs. R.A.P.V.Sudha rani ,TGT-AE
5	SUPW ROOM	Mr. Abhishek Kumar Singh, TGT-P&HE
6	PHYSICS LAB	Mr P V R Murthy, PGT-Phy I/C
7	CHEMISTRY LAB	Mr. B Siva Koti, PGT-Chem
8	BIOLOGY LAB	Mrs. S Teekshana, PGT-BIO
9	COMPUTER LAB	Mr. B Sreenivasa Rao, PGT-CS
10	OFFICE	Mr. MANISH KUMAR, SSA

(S GOVINDA SWAMY)
I/C Principal